

Job Description

Department: 15th Judicial District Court

Class title: Probation Agent

Job Code: 100160

PayScale: TPOAM7

FLSA Status: Non-Exempt

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST.

Job Summary: Under limited direction from the probation supervisor, conducts pre-sentence investigations and prepares pre-sentence reports for the court containing sentencing recommendations. Supervises a caseload and monitors compliance with probation terms and conditions.

Examples of Duties:

1. Investigates the background of individuals awaiting sentencing for district court convictions. Includes reviewing arrest reports, driving records, criminal histories, employment records and other pertinent information sources. Also includes interviewing clients, victims, family members, employers, complainants, law enforcement, school authorities and others as deemed necessary. Client interviews may occur in the office or at the jail;
2. Analyzes information gathered during the background investigation and interviews, assesses the individual's character, gauges the probability of future criminal behavior, and prepares a pre-sentence report containing an appropriate sentencing recommendation.
3. Maintains case notes for each probationer;
4. Manages an active probation caseload. Regularly meets with probationers to assess, monitor and enforce compliance with all probation terms as specified by judicial order including program referrals, restitution, payment of fines, costs, restitution or other assessments;
5. Consults with agencies providing court ordered substance abuse or other counseling to determine client progress, degree of compliance with court ordered counseling and to verify completion of treatment;
6. Prepares court documents such as progress reports, probation extensions, probation discharges, and violations of probation when deemed appropriate;
7. Attends court hearings such as sentencing dockets, review hearings, and violation hearings to assist with any questions that may arise in court; additionally, may give testimony in violation hearings;
8. Provides probationers with counsel and guidance on personal, financial, and related problems; assists in alleviating problems which lead to recidivism and assure compliance with any order of the court;
9. Provides assistance and general case information to appropriate parties as necessary; responds to procedural questions pertaining to the district court probation function;
10. May supervise a regular probation caseload, diversion caseload, problem-solving court caseload or an expungement caseload. If supervising a problem-solving caseload, an agent

is expected to attend problem-solving court review dockets and attend team meetings.

11. Attends training and obtains continuing education in the areas of substance use disorders, other addictions, mental illness, aggression and other related areas;
12. Operates equipment such as: PC, PBT device, fax machine, printers, copiers, and shredder;
13. Other duties as assigned by the judges, court administrator, deputy court administrator or probation supervisor.

Requirements:

1. Have no felony offense convictions;
2. Pass a criminal background check and drug test;
3. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
4. Possess a valid State of Michigan Vehicle Operator's License;
5. Bachelor's degree in criminal justice, social work, psychology or a closely related field;
6. Have knowledge of substance abuse practices, interviewing skills, and assessment and referral practices;
7. Be able to work independently and to set priorities to meet deadlines in a fast-paced environment;
8. Be able to understand and follow oral and written instructions;
9. Be able to work well in a team environment;
10. Be able to interact firmly, calmly and respectfully with co-workers, clients, attorneys and the general public;
11. Possess good organizational, filing, verbal and writing skills;
12. Possess the ability to use sound judgment within established procedural guidelines;
13. Computer literate, including ability to use Microsoft Office Suite;
14. Be capable of performing the work related in this posting.

Desirable Education and Experience:

1. Prior experience in an area of criminal justice, probation, corrections, case management or a related field.
2. An advanced degree in criminal justice, social work, psychology or a closely related field.
3. State of Michigan certification to conduct alcohol/drug assessments.
4. Hold a credential for Certified Criminal Justice Professional Michigan (CCJP-M).
5. Completion of Continuing Education Credits as required by the State of Michigan when applicable to maintain certifications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Description Prepared By: Shryl Samborn 05/30/25/ Reviewed by HR- BM & CW 6/3/2025; Union approved by J. Johns 6/3/2025
